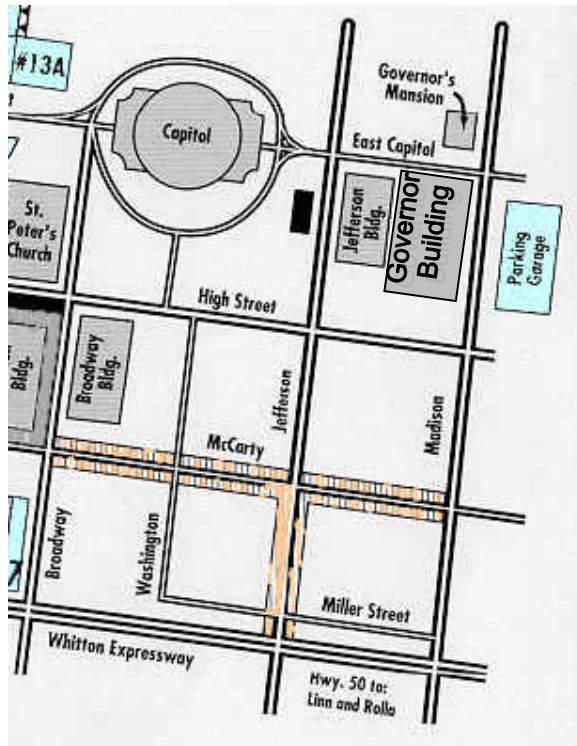


Continuing Education units are available through the Missouri School Nutrition Association for this training.

Training will be held at the Governor Office Building,
200 Madison Street, Jefferson City, MO. 65101



Take Hwy 50 (Whitton Expressway) to Madison Street. Travelers from the East make a right turn onto Madison Street. Travelers from the West make a left turn onto Madison Street. Go through two stoplights at McCarty Street and High Street. The Parking Garage will be on your right and the Governor Office Building on the left in the next block.



Department of Elementary and Secondary Education

School Food Services Section

Recently Hired/New Position Employee Training

**Governor Office Building
200 Madison
Jefferson City, MO 65101**

August 23, 2006



Registration Deadline – August 18, 2006

Class Schedule

8:30 a.m.

Registration in designated rooms

Food Based Menu Planning, 3rd floor, room 315

Nutrient Standard Menu Planning, 3rd floor, room 316

Record Keeping Basics, 4th floor, room 470

9 a.m.

Class begins

11:30 a.m.-12:30 p.m.

Lunch, on your own

12:30 p.m.-3 p.m.

Class continues

Certificates of Attendance will be issued to all participants.

Rooms are air-conditioned.



Class Purpose

This is an opportunity for recently hired food service employees or experienced food service employees in a new position to learn the basics of either Food Based or Nutrient Standard Menu Planning and for office personnel to learn the basics of record keeping for the National School Lunch and School Breakfast Programs.

Who Should Attend?

The training provides three different sessions. The Record Keeping session is for those responsible for approving and verifying applications, completing monthly claims for reimbursement, and other record keeping tasks. The Food Based and Nutrient Standard Menu Planning sessions are for those food service personnel responsible for meal planning and production. Donated foods and meal counting requirements will be addressed in all sessions.

This training is intended for food service employees recently hired (preferably within one year) or new to their positions. *It is not a replacement for our regularly scheduled summer trainings.*

Districts and schools may send one or more persons, but space is limited. Registrations may be returned due to inadequate space.

Class Information

- There is no fee for the classes, but you must register to attend. **NO** on-site registrations will be taken. Space is limited.
- No refreshments will be served. However, vending machines and a small restaurant are available on the premises.
- Meeting rooms are air-conditioned. You may need a sweater.
- Lunch will be on your own. Restaurants are available within walking distance.

